

Mr. Adan Delgado  
Superintendent  
Pojoaque Valley School District  
Pojoaque NM 87506

June 14, 2012

Dear Mr. Delgado,

Please accept this letter as my 30 day notice of resignation. My last day of work will be July 14, 2012.

I have enjoyed working in the District and appreciate the opportunity to improve the quality of education for children of the Pojoaque Valley School District. I would like to personally thank you for providing me the opportunity to be a part of an excellent, highly functioning, dynamic administrative team. The Pojoaque Valley School District has an excellent team of decision makers committed to improving the quality of education for children of the District.

Thank you for your support of the numerous changes made in the Operations Department throughout the year. I believe the department shifted the focus to the needs of the children which resulted in better service for children.

(Sincerely)

Eric Martinez  
"Go Elks"

6/14/2012

## EXPERIENCE OTHER THAN TEACHING (In Chronological Order)

IMPORTANT: PLEASE LIST ALL NON-TEACHING EXPERIENCE (ACCOUNT FOR ALL PERIODS OF TIME INCLUDING LAYOFFS, ETC)

DATES FROM MO./YR.	TO MO./YR.	TYPE OF WORK	HOURS PER WEEK	EMPLOYER'S NAME	ADDRESS	PHONE

## SCHOOL EXPERIENCE (In Chronological Order)

IMPORTANT: PLEASE LIST ALL TEACHING EXPERIENCE

DATES FROM MO./YR.	TO MO./YR.	FULL, PART, OR SUBSTITUTE	GRADE OR SUBJECT	SCHOOL DISTRICT	ADDRESS	PHONE
7/08	6/11	Full	Superintendent	Questa Independent School District	P.O. Box 440 Questa, NM 87556	(575) 586-0421
8/06	6/08	Full	Principal Cobre High School	Cobre Consolidated School District	P.O. Box 1000 Bayard, NM 88023	(575) 537-4000
11/01	8/06	Full	Assistant Superintendent Assigned to Human Resources, Transportation, Maintenance, Facilities	Cobre Consolidated School District	P.O. Box 1000 Bayard, NM 88023	(575) 537-4000
1/99	11/01	Full	Principal Questa Jr/Sr High School	Questa Independent School District	P.O. Box 440	(575) 586-0421
8/97	12/98	Full	Principal Coronado Jr/Sr High School	Jemez Mountain School District	P.O. Box 230 Gallina, NM 87017	(575) 638-5491
7/94	6/97	Full	Snell Middle School Assistant Principal Athletic Director	Cobre Consolidated School District	P.O. Box 1000 Bayard, NM 88023	(575) 537-4000
8/88	6/94	Full	Cobre High School Teacher: Industrial Arts/Applied Technology	Cobre Consolidated School District	P.O. Box 1000 Bayard, NM 88023	(575) 537-4000

May 17, 2011

RECEIVED  
MAY 18 2011

BY: \_\_\_\_\_

Eric Martinez

Dear Angela Lobato:

I am writing this letter to express my interest in your announced vacancy for the position of Director of Operations. I believe I possess the education, training, and experience necessary to be an asset to the Pojoaque Valley School District. I would appreciate the opportunity to share my qualifications and experiences that are relative to the Director of Operations position available.

During my tenure as Assistant Superintendent with the Cobre Consolidated School District, I was responsible for the Facility and Transportation Programs. I represented the District as Transportation Director. I facilitated the athletic/activity transportation program for the District. The District athletic/activity program fleet consisted of thirteen buses and four suburban size vehicles. I was instrumental in the facilitation of numerous renovations, roof replacements and capital outlay projects.

As Superintendent of the Questa Independent School District, I represented the District as Transportation Director and facilitated all capital outlay projects. I assisted the Board of Education in the successful passing of a six million dollar bond. I was instrumental in the construction of a four million dollar (\$4,000,000.00) athletic field facility and several roof replacements. I addressed the District transportation needs by providing training to bus drivers in areas of deficiency.

I look forward to hearing from you. I may be contacted at home, 575-519-0805. I will be available to meet upon request. If you choose to meet to discuss my qualifications, please contact me to set up a convenient time.

Sincerely yours,

Eric Martinez

## PVS - Personnel Action Form

Request to Fill Position  
 XXX  New Hire  
 Transfer/Reassignment  
 Resignation  
 Retirement

Stipend

**EFFECTIVE DATE: 07/01/2011**

Location/School Name: FROM:	TO: CENTRAL OFFICE
Incumbent's Name: ERIC MARTINEZ	Replaces: NEW POSITION

**To be Filled out by Location/School**

Social Security Number:

Position Status: XXX <input type="checkbox"/> Certified <input type="checkbox"/> Non-Certified	Classification: DIRECTOR OF OPERATIONS
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Supervisor: ADAN DELGADO

Licensure Level:

Grade/Class:

Budget Name & Line Item: 11000-2600-5100-0000-000000-113 60%  
 2547-2700-5100-0000-000000-113 50%

**To be Filled out by Human Resources**

# of Contract Days: 245

Annual Salary: \$87,000

Holly. \$44,39

LEAVE PLAN: ADMINISTRATIVE

First Installment: 7/1/11

Extra Duty Stipend Amount:	Not to Exceed Amount:
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Budget Name & Line Item:

Start Date: End Date:

Paid:  Bi-weekly  Dec & June  
 Monthly  Annually - June

Signature	Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Signature	Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Finance Signature <i>Angela B. Lohat</i> Human Resources Signature	Date 6/28/11	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Superintendent/Designee Signature <i>W. J. D.</i>	Date 7/4/11	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove



W

**POJOAQUE VALLEY SCHOOL DISTRICT**  
~~2011~~ 2012 - 2013  
**ADMINISTRATOR CONTRACT**

The Superintendent of the Pojoaque Valley School District ("Superintendent" and "District"), and Eric Martinez, ("Administrator") agree:

**A. DUTIES.** The Administrator shall during the term of his/her employment faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District, and abide by the rules and regulations of the Public Education Department ("Department") and Board of Education ("Board").

**B. SALARY.** Subject to the provisions of the applicable approved budget, the administrator shall, during the term hereof, receive a salary of \$3,292 per year, payable in 1 installments, less required or authorized deductions. The first installment shall be due and payable on **July 13, 2012**. The Contract Salary for the 2011-2012 school year is based upon a total of 9 working days and subject to the approved budget.

**C. TERM OF CONTRACT.** The Administrator shall be employed by the Superintendent for a period beginning **July 01, 2012**, and ending **July 13, 2012** as Director of Operations of the Pojoaque Valley School District, County of Santa Fe, New Mexico. This Contract is terminable at the will of either party, regardless of cause and without any requirement for the statement of any cause therefore at the expiration of its term upon written notice of termination to the other party prior to the effective date of the termination provided that, if Employee resigns at or prior to the end of the term, the Employee shall give written notice as provided in Section G. below.

**D. APPLICABLE LAW.** This Contract and the parties hereto are and shall continue to be subject to applicable laws of the state of New Mexico and the rules and regulations of the Department and Board as they may exist.

**E. CANCELLATION FOR CAUSE.** This Contract may be cancelled by the Superintendent for cause, including unsatisfactory work performance, incompetence, insubordination, physical or mental inability to perform the required duties or any other good and just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico statutes and any applicable rules and regulations of the Department and Board.

**F. OTHER CANCELLATION.** This Contract may also be cancelled by the Superintendent for cause not personal to the administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract, in accordance with the New Mexico statutes and any applicable rules and regulations of the Department and Board, provided there is no other position for which the Employee is qualified, consistent with the academic necessities of the district.

**G. RESIGNATION.** The Administrator shall give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in its discretion, to file a written complaint with the Department Secretary requesting suspension or revocation of the Administrator's license.

**H. EVIDENCE OF QUALIFICATIONS.** The Administrator shall furnish the Superintendent the following: (a) a valid license for the position to be held; (b) an official transcript showing the education record and training of the Employee, (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items at the required time may result in cancellation of this Contract in accordance with the New Mexico statutes and any applicable rules and regulations of the Department and Board.

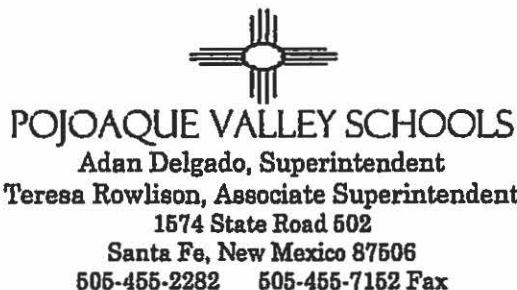
**I. OTHER TERMS AND CONDITIONS** – Administrator's duties, fringe benefits and other terms and conditions not specifically covered by this Agreement shall be governed by the policies and regulations of the Board. However, nothing in such policies and regulations shall be construed as creating employment for an additional term or as creating any property right or expectation of employment beyond the expiration of the Contract's term.

Employee Signature

Date: July 13, 2012

Adan Delgado, Superintendent

Date: 7/30/12



TO: Eric V. Martinez

FROM: Adan Delgado, Superintendent

DATE: May 1, 2012

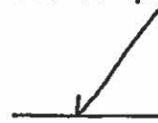
RE: Appointment Letter for Administrative Personnel

This memorandum is to inform you that you are being re-hired for the 2012 – 2013 School Year in the following position:

Director of Operations

The salary and working days for said position will be based upon the approved SY 2012 – 2013 salary schedule for this position. This offer of employment is contingent upon the availability of funding. An official contract will be executed prior to the beginning date of the term of service.

You have ten (10) calendar days from the above date to accept or reject this offer. Acceptance of this offer constitutes a binding contract, and a thirty (30) day written notice of resignation will be required after acceptance.



I accept this offer of employment



I decline this letter of employment

Please understand that assignments or re-assignments will be made to better serve the needs of our students based upon Board Policy.

Signature:

Date:



**POJOAQUE VALLEY SCHOOL DISTRICT  
2011 ~ 2012  
ADMINISTRATOR CONTRACT**

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**A. DUTIES.** The Administrator shall during the term of his/her employment faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District, and abide by the rules and regulations of the Public Education Department ("Department") and Board of Education ("Board").

**B. SALARY.** Subject to the provisions of the applicable approved budget, the administrator shall, during the term hereof, receive a salary of \$87,000 per year, payable in 27 installments, less required or authorized deductions. The first installment shall be due and payable on July 1, 2011.

**C. TERM OF CONTRACT.** The Administrator shall be employed by the Superintendent for a period beginning July 1, 2011, and ending June 30, 2012 as Director of Operations of the Pojoaque Valley School District, County of Santa Fe, New Mexico. This Contract is terminable at the will of either party, regardless of cause and without any requirement for the statement of any cause therefore at the expiration of its term upon written notice of termination to the other party prior to the effective date of the termination provided that, if Employee resigns at or prior to the end of the term, the Employee shall give written notice as provided in Section G. below.

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**F. OTHER CANCELLATION.** This Contract may also be cancelled by the Superintendent for cause not personal to the administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract, in accordance with the New Mexico statutes and any applicable rules and regulations of the Department

and Board, provided there is no other position for which the Employee is qualified, consistent with the academic necessities of the district.

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**I. OTHER TERMS AND CONDITIONS** – Administrator's duties, fringe benefits and other terms and conditions not specifically covered by this Agreement shall be governed by the policies and regulations of the Board. However, nothing in such policies and regulations shall be construed as creating employment for an additional term or as creating any property right or expectation of employment beyond the expiration of the Contract's term.

Employee Signature  
Date: 7/21/2011

Adan Delgado, Superintendent  
Date: 7/21/11



Diane Katzenmeyer Delgado,  
Assistant Superintendent

**POJOAQUE VALLEY SCHOOLS**  
Adán Delgado, Superintendent  
1574 State Road 502  
Santa Fe, New Mexico 87506  
505-455-2282 505-455-7152 Fax

Bobby Spinelli, CPA  
Financial Business Officer

June 13, 2011

Eric Martinez  
P.O. Box 466  
Questa, NM 87556

Dear Mr. Martinez;

This letter is to offer you the position of Director of Operations for the Pojoaque Valley School District. This offer is as follows:

- A beginning yearly salary of \$87,000 from July 1, 2011 to June 30, 2012.
- The above salary is based on 245 working days, 8 hours a day, exclusive of lunch.
- Beginning date: July 1, 2011.
- Acceptance of this offer of employment constitutes a binding contract. A 30-day written notice of resignation will be required to terminate this Acceptance of Employment. An official contract will be provided to you through the Human Resources Department.

Sincerely,

Adan Delgado  
Superintendent

Acceptance of Offer: I hereby accept this offer of employment and understand the conditions of employment stated above.

Signature:

Date: 6 / 27 / 2011

Decline Offer: I hereby decline this offer of employment.

Signature:

Date: \_\_\_\_\_

Pojoaque Valley Schools Board of Education

Sharon Dogruel  
President

J. David Ortiz  
Vice-President

Chris Williams  
Secretary

Jon Paul Romero  
Member

Fernando Quintana  
Member

UNSGNED COPY ISSUED TO LICENSEE

# STATE OF NEW MEXICO



In Recognition of  
The Fulfillment of the Requirements for  
School Personnel Licensure  
this

LEVEL THREE-B PRE K-12 ADMINISTRATIVE LICENSE

is issued to  
ERIC VICTOR MARTINEZ  
Effective From July 1, 2009 To June 30, 2018  
Licensure Number: 211318

UNSGNED COPY ISSUED TO LICENSEE

UNSGNED COPY ISSUED TO LICENSEE

# STATE OF NEW MEXICO



In Recognition of  
The Fulfillment of the Requirements for  
School Personnel Licensure  
this

LEVEL THREE-A INSTRUCTIONAL LEADER 7-12 SECONDARY LICENSE  
With Endorsement in Technology Education Physical Education

is issued to  
ERIC VICTOR MARTINEZ  
Effective From July 1, 2009 To June 30, 2018  
Licensure Number: 211318

UNSGNED COPY ISSUED TO LICENSEE